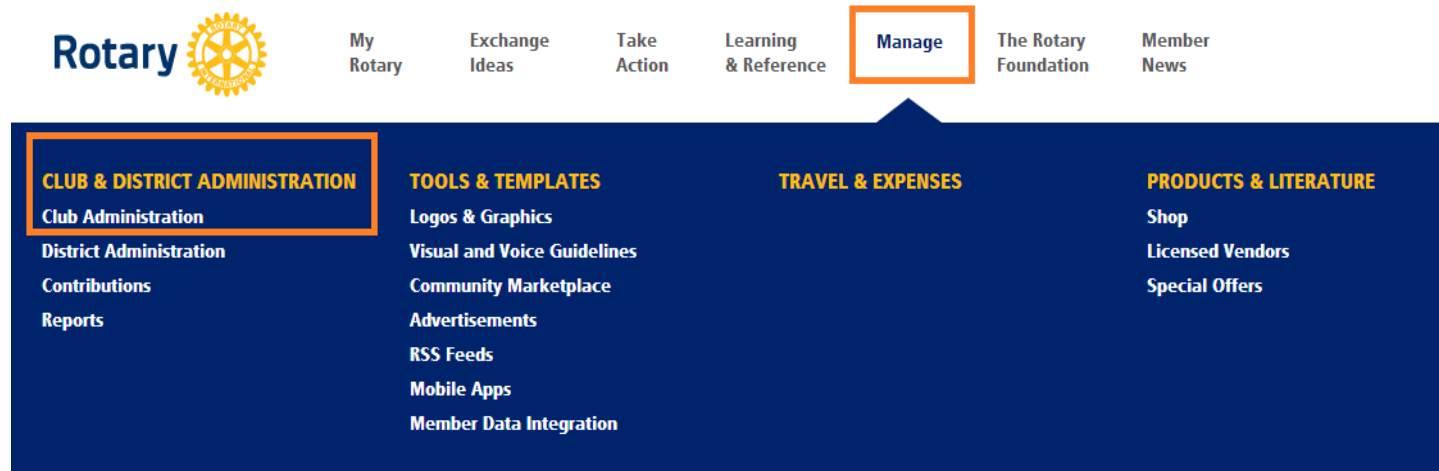



My Rotary - www.rotary.org/myrotary

更新社職員資訊



Rotary  My Rotary Exchange Ideas Take Action Learning & Reference **Manage** The Rotary Foundation Member News

CLUB & DISTRICT ADMINISTRATION
Club Administration
District Administration
Contributions
Reports

TOOLS & TEMPLATES
Logos & Graphics
Visual and Voice Guidelines
Community Marketplace
Advertisements
RSS Feeds
Mobile Apps
Member Data Integration

TRAVEL & EXPENSES

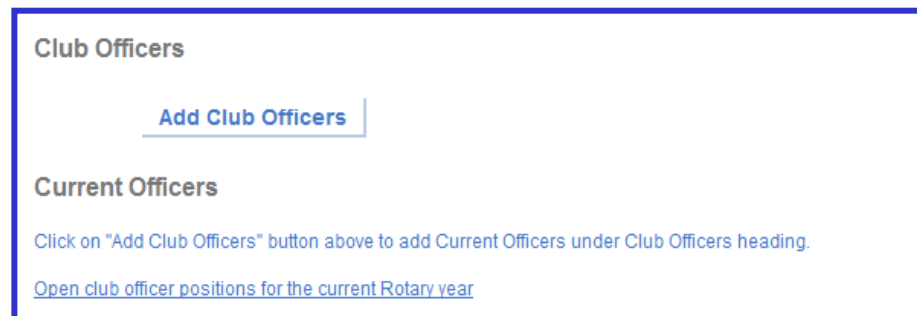
PRODUCTS & LITERATURE
Shop
Licensed Vendors
Special Offers

註：社長、秘書長、執行秘書、財務長、基金委員會主委及社員委員會主委皆有更新社資料的權限

新增社職員

1. 進入上圖顯示的 Club Administration，點擊 **ADD/EDIT/REMOVE**，並點擊 **Add/edit/remove club officers**

2. 點擊 **Add Club Officers** 來瀏覽當前的社員名單



Club Officers

Add Club Officers

Current Officers

Click on "Add Club Officers" button above to add Current Officers under Club Officers heading.

[Open club officer positions for the current Rotary year](#)

3. 點擊 *Add* 將該社友選為社職員

Rotary Club: XXXX		
Active Members 55 record(s)		
Next Last		
	Name	Start Date
Add	Robert XXX	01-Mar-1994
Add	Emily XXX	26-Nov-2002
Add	James XXX	13-Oct-2009

4. 點擊 *Edit Contact Info* 來更新該社友的聯絡資訊

根據該社友的任職年度，點擊 *Add Current Officer* 或 *Add Incoming Officer*

	Name	Address	Phone	Fax	E-mail	Club
Edit Contact Info	Robert XXX	1560 Sherman Ave, Evanston, IL, 60201, United States	847- 866-3000		robert.xxx@rotary.org	XXXX
Add Current Officer		Add Incoming Officer				

5. 使用下拉式選單選取該社友的職位 (*Position*)、就任起始日 (*Start Date*) 與終止日 (*End Date*)，點擊 *Submit* 以結束任命

Position	Foundation Chair
Start Date (must be at least one day after the end date of the previous office holder)	01-JUL-2012
End Date	30-JUN-2013
Submit	Cancel

6. 點擊 [Back to Club Data](#) 即可回到更新社資訊的主頁面

修改現任社職員

1. 在 *Current Officers* 中可瀏覽現任社職員的資料，點擊 *Edit Contact Info* 來更新他們的聯絡資訊

Current Officers

Click on "Add Club Officers" button above to add Current Officers under Club Officers heading.

[Open club officer positions for the current Rotary year](#)

			Position	Start Date	End Date	Name	Address	Phone	E-mail
Edit Contact Info	Edit Term	Remove	Executive Secretary/Director	01-Jul-2012	30-Jun-2013	Davis XXX	150 XXX Ave, Evanston, IL, 60201, United States		davis.xxx@rotary.org
Edit Contact Info	Edit Term	Remove	President	01-Jul-2012	30-Jun-2013	Julie XXX	616 XXX St, Evanston, IL, 60201, United States		julie.xxx@rotary.org

2. 點擊 *Edit Term* 來更改職員的任職年度，若需刪除該社員的任職，請點擊 *Remove*
3. 欲瀏覽本扶輪年度的職員空缺，請點擊 [Open club officer positions for the current Rotary year](#)

修改下任的社職員

1. 在 *Incoming Officers* 中可瀏覽下任社職員的資料，點擊 *Edit Contact Info* 來更新他們的聯絡資訊

Incoming Officers

Click on "Add Club Officers" button above to add Incoming Officers under Club Officers heading.

[Open club officer positions for the incoming Rotary year](#)

	Position	Start Date	End Date	Name	Address	Phone	E-mail
<div style="display: flex; gap: 10px;"> <div style="border: 2px solid orange; padding: 2px; text-align: center;">Edit Contact Info</div> <div style="border: 2px solid orange; padding: 2px; text-align: center;">Edit Term</div> <div style="border: 2px solid orange; padding: 2px; text-align: center;">Remove</div> </div>	President	01- Jul- 2013	30- Jun- 2014	Bill XXX	1560 Sherman Ave, Evanston, IL, 60201, United States	847- 866-3000	bill.xxx@rotary.org

2. 點擊 *Edit Term* 來更改職員的任職年度，若需刪除該社員的任職，請點擊 *Remove*
3. 欲瀏覽下一個扶輪年度的職員空缺，請點擊 [Open club officer positions for the incoming Rotary year](#)